AP Transfer to GL

Scope

The SFA CFO Accounting Division can manually transfer Accounts Payable entries to the General Ledger.

System References

N/A

Policy

N/A

Responsibility

SFA (Program) Payables SuperUser

Distribution

N/A

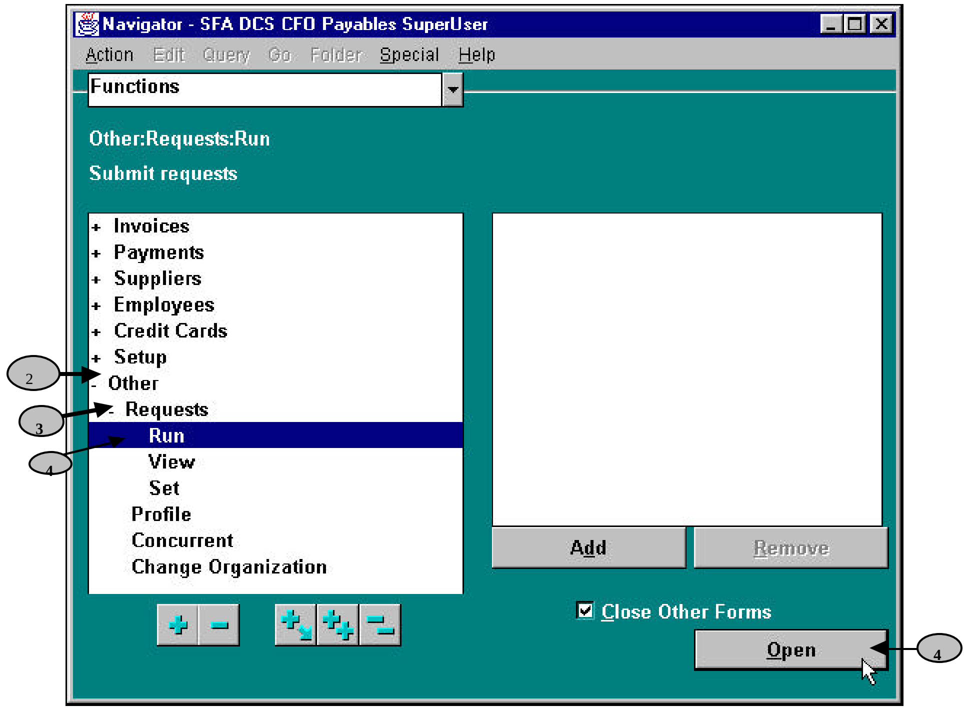
Ownership

N/A

Activity Preface

SFA (Program) Payables SuperUser

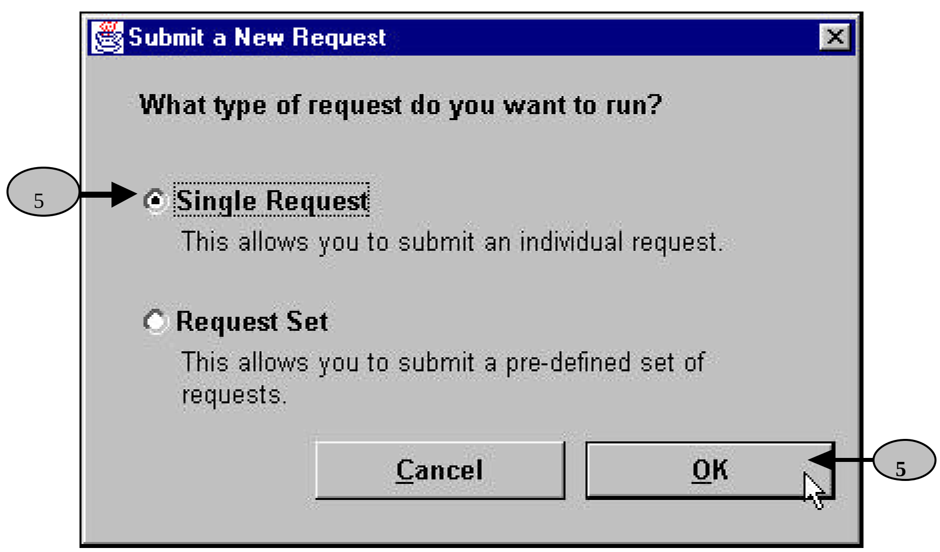
1. Login to SFA FMS using the SFA *(Program)* Payables SuperUser responsibility.



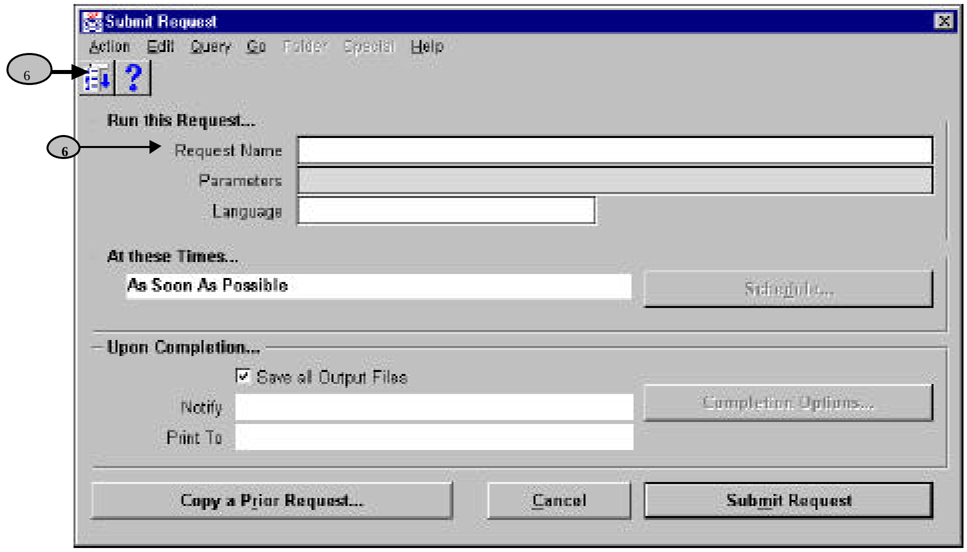
2. From the “Navigator” window, double-click **Other**. The Other sub-menu appears.

3. Double-click **Requests**. The Requests sub-menu appears.

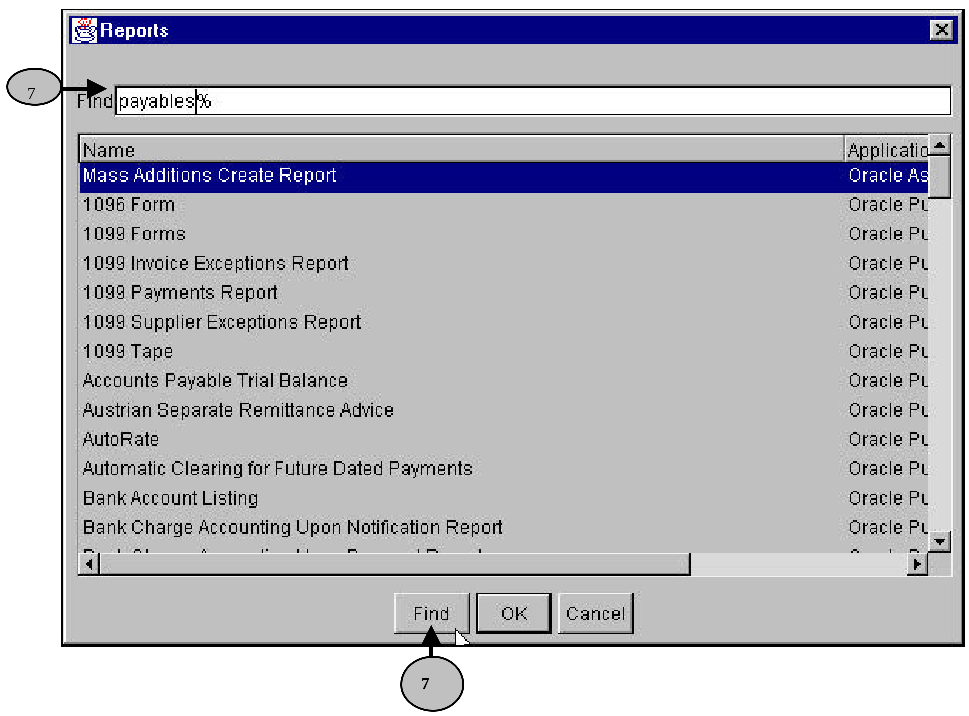
4. Click **Run** and click the **Open** button. The “Submit a New Request” window appears.



5. Verify that the **Single Request** option is checked and click the **OK** button. The “Submit Request” window appears.

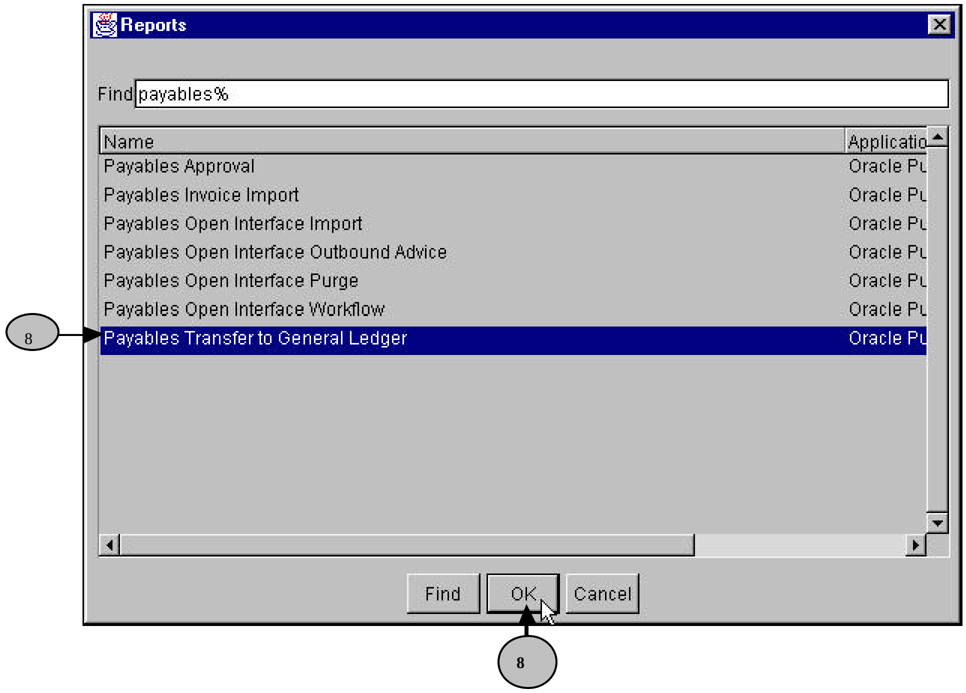


6. With the cursor in the **Request Name** field, click on the **List of Values** icon. The “Reports” window appears showing all available reports.

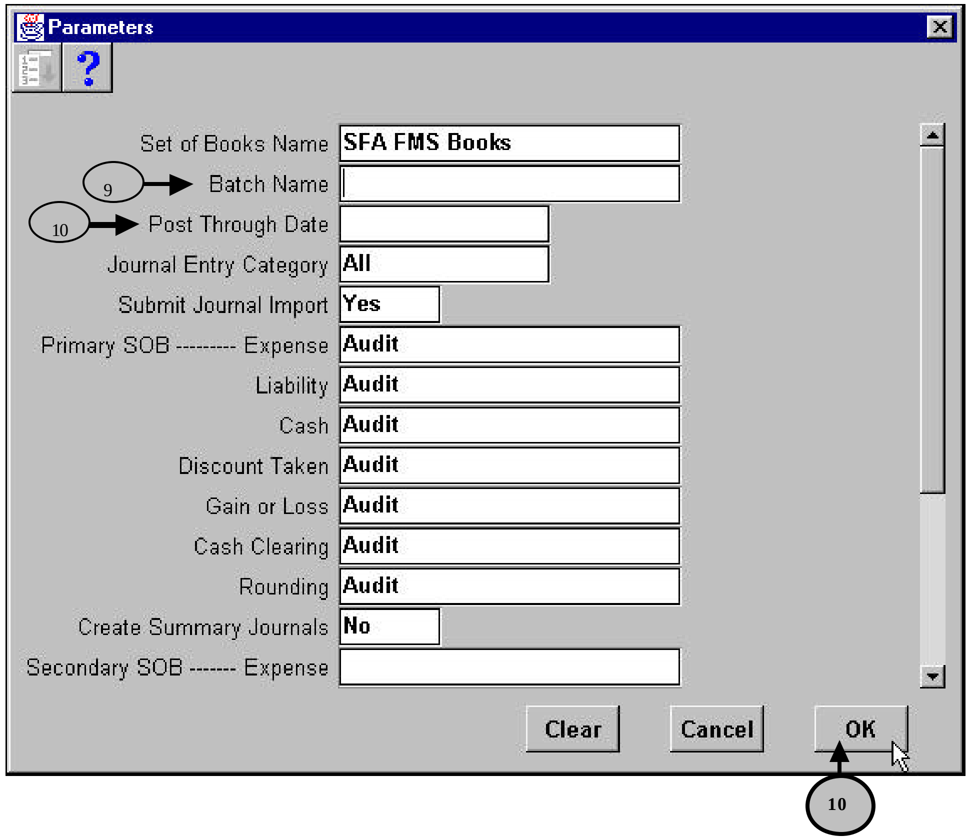


7. To narrow your search for the appropriate report, **type** the word “payables” in front of the percent sign in the Find field and click the

Find button. The reports window now shows only those reports that begin with the word payables.



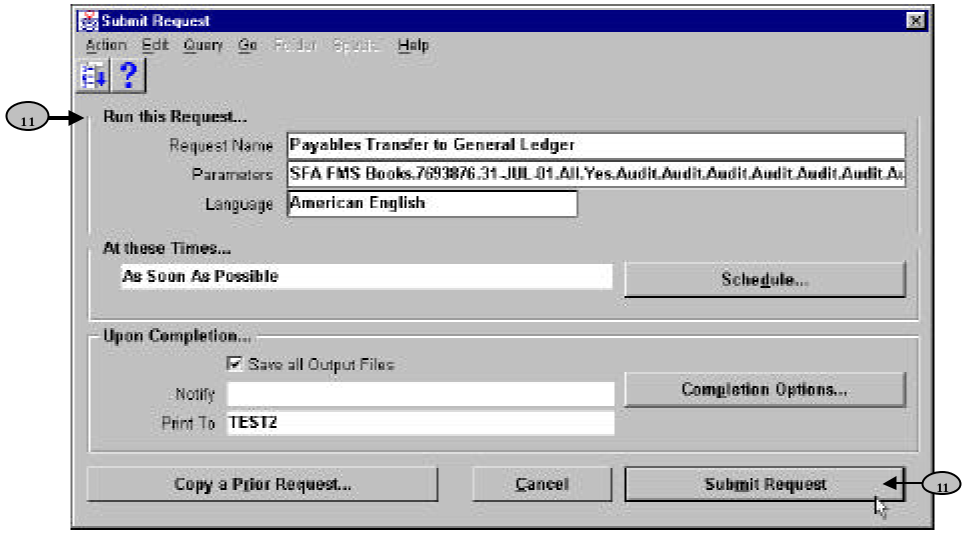
8. Select the **Payables Transfer to General Ledger** Report and click the **OK** button. The "Parameters" window appears.



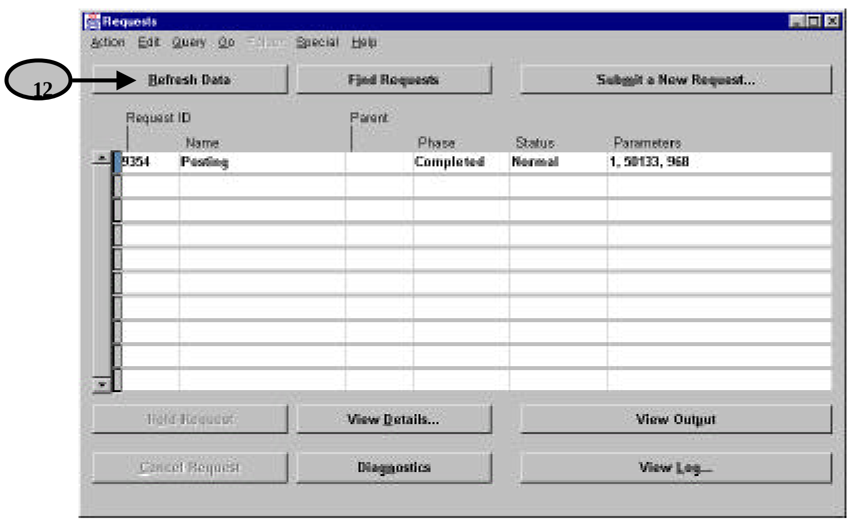
9. **Create** a batch name for the report and **type** it into the Batch Name field.

FYI: You can give the batch any name you wish, however, for consistency, it is recommended that the schedule number be used for this parameter.

10. **Type** tomorrow's date in the Post Through Date field and click the **OK** button. The "Submit Request" window appears with the "Run this Request…." Section populated.



11. Verify that the information in the "Run this Request" section is accurate and click the **Submit Request** button. The "Requests" window appears.



12. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal, Warning and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

End of activity.

Start

AP Transfer to GL-SFA (Program) Payables SuperUser

- Login to SFA FMS using SFA (Program) Payables SuperUser responsibility. (1)
- From “Navigator” window, double-click Other. Other sub-menu appears. (2)
- Double-click Requests. Requests sub-menu appears. (3)
- Click Run & click Open button. “Submit a New Request” window appears. (4)
- Verify that Single Request option is checked & click OK button. “Submit Request” window appears. (5)
- With cursor in Request Name field, click on List of Values icon. “Reports” window appears showing all available reports. (6)
- To narrow your search for appropriate report, type word “payables” in front of percent sign in Find field & click Find button. reports window now shows only those reports that begin with word payables. (7)
- Select Payables Transfer to GL Report & click OK button. “Parameters” window appears. (8)
- Create a batch name for report & type it into Batch Name field. (9)
- Type tomorrow’s date in Post Through Date field & click OK button. “Submit Request” window appears with “Run this Request….” Section populated. (10)
- Verify that info in “Run this Request” section is accurate & click Submit Request button. “Requests” window appears. (11)

AP Transfer to GL-SFA (Program) Payables SuperUser

- Click Refresh Data button to update info on this window. This window displays Phase & Status of your report request. Phases : Pending, Running, & Completed. Statuses : Normal, Warning & Error. You may need to click Refresh Data button multiple times until request is completed. (12)

End